

## 63-123 Residents of Drug/Alcohol Treatment and Rehabilitation Centers and Group Living Arrangements

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### 63-123.1 Policy

#### **DRUG/ALCOHOL TREATMENT AND REABILITATION CENTERS**

Narcotic addicts or alcoholics, who regularly participate and reside in authorized treatment and rehabilitation program center, may apply for the CalFresh program.

The residents of drug or alcoholic treatment centers shall apply and be certified for CalFresh through the use of an authorized representative (AR) who shall be an employee of and designated by the institution that is administering the treatment and rehabilitation program.

A list of Licensed Drug and Alcohol Treatment Centers that includes the names of their approved [Authorized Representatives](#) can be accessed by [clicking on this link](#).

#### **GROUP LIVING ARRANGEMENT (GLA)**

“Group living arrangement” (GLA) means a public or private nonprofit residential setting servicing no more than sixteen residents that is licensed by the State Department of Social Services (SDSS) as a

group living arrangement.

To be eligible for CalFresh a resident of such a group living arrangement must be blind or disabled and receiving benefits under Title II (Retirement, Survivors, Disability Insurance benefits) of the Social Security Act. An approved list will be issued when authorizations are received.

The GLA must be authorized by Food and Nutrition Services (FNS) as a retail food store as evidenced by an FNS 254, CalFresh Authorization, or be licensed by the county as a group home. Residents of a GLA who are SSI/SSP recipients (Title XVI) remain ineligible to participate in the CalFresh program.

**Note:** Each determination for a treatment center to act as an AR for its residents is based on individual assessments, but all treatment centers must be authorized by FNS as a retailer or meets the definition of a drug addiction or alcoholic treatment and rehabilitation program under Part B, of Title 19, of the Public Health Services Act 42 U.S.C. Section 300(x), State Health code Section 11834.23 and provide meals to residents. FNS authorization is required for those centers redeeming CalFresh benefits through wholesalers.

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63-123.2  
Application  
Overview

## **A. RESIDENTS OF DRUG/ALCOHOL TREATMENT CENTERS**

Residents of Drug/alcohol treatment centers (D/ATC) shall apply and be certified for the CalFresh program through an authorized representative (AR), who shall be an employee of the center and designated by the organization or institution that is administering the treatment and rehabilitation program.

The AR is not required to apply in person for the household. He/she AR may file an application in person, by fax (or other electronic transmission), mail or on-line application on behalf of the household.

The designated AR shall also serve as the applicant/recipient Alternate Card Holder (AC)

## **B. RESIDENTS OF A GROUP LIVING ARRANGEMENT**

Residents of a group living arrangement (GLA) shall apply and be certified through an AR employed and designated by the group, or apply and be certified on their own behalf, or through an AR of their own choice. All of the residents of the group do not have to be certified, in order for one or the other method to be used. Applications shall be accepted for any individual applying as a one-person

household, or for any group of residents applying as a household as defined in Section [63-101.1](#)

The administrator of the GLA determines whether the resident is physically or mentally able to apply on his/her own behalf or if an (AR/AC) is needed.

**a. Requirements and Qualifications**

- The Drug and Alcohol Treatment Center can assign more than one employee to act as AR. A D/ATC may represent more than one CalFresh applicant.
- A TEMP 2201 or CSF64 must be on file in each household's case record.
- The AR cannot represent a resident who has left the center.

The following persons **cannot be designated as AR** unless there is no other person available. If one of the following people is designated as the AR, the reason for the designation must be fully documented in the case comments in CalWIN.

- Social Services employees who are involved in the certification and/or issuance process.
- Meal providers for the homeless
- CalFresh retailers who are authorized to transact EBT cards.
- An individual serving a disqualification penalty for an IPV.

**b. AR Application Procedure**

Licensed and Unlicensed Drug and Alcohol Treatment centers must follow the procedure outlined in [09-86 HHSA](#) to submit an application to add an AR for their residents.

63-123.3  
Application

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**A. APPLICATION INTERVIEW**

The treatment center is required to act as AR for the resident. The designated Authorized Representative must:

- Attend a CalFresh Orientation, at minimum, on a yearly basis.
- Be Interviewed.
- Review, sign and date each CalFresh application.
- Understand client's and AR rights and responsibilities and be

aware of applicant's circumstances.

- Complete and sign form CSF 64 with the client.

If the AR refuses to be interviewed, or refuses to sign the CalFresh application, the application for CalFresh shall be denied.

Whenever possible, the resident shall also participate in the application interview to ensure that the information given is correct and complete.

- When the resident cannot participate in the application interview, the worker will attempt to contact him/her to confirm that all sources of income have in fact, been shown on the application.
- When the resident is physically or mentally unable to be interviewed, or if such interview would interfere with his/her treatment at the center, the worker will require a written statement from the authorized representative of the center's AR stating the specific reason the resident cannot be interviewed.

## **B. EXPEDITED SERVICES**

If in the pre-application interview it is determined that the resident qualifies for Expedited Services (ES), eligibility shall be processed on an expedited basis. If the AR is not available to attend the interview, it will be necessary to schedule the application interview at the earliest possible time. Residents who qualify for ES shall be issued benefits within the required timeframes.

63-123.4  
Designation of  
AR/Payee

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### **Form Temp 2201 or CalWIN: Household Request for Authorized Representative**

Resident must sign Temp 2201 or CalWIN CSF64, Cash/CalFresh EBT request for an alternate cardholder, before the Drug/Alcohol Treatment Center employee can be assigned, and act as Authorized Rep/Alternate cardholder (AR/AC) for eligible residents to initiate an application for benefits. Refer to Section [63-113](#) Authorized Representative (AR's) for complete instruction for the use of (D/ATC AR/AC).

### **Designating Alternate Authorized Representative**

If a center or group home wishes to designate a second representative as an alternate, in case the primary representative is absent, the primary representative should have his or her treatment center's

appointed authority notified in writing of the change to CalFresh Program Authorized Representative/Alcohol & Drug Section Coordinator (AR/ADSC) and follow the same procedure as requesting for a new Authorized Representative detailed in form [09-86](#) (application process steps 1, 2 and 3). The AR/ADSC will communicate the change to Family Resource Center (FRC) Manager.

The FRC Manager will be responsible for informing district staff of the designation of the alternate representative.

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63.123.5  
Certification

Each resident participating in the treatment program and residents of group living arrangements who apply through an authorized representative shall be certified as a one person household without regard to a spouse and/or family members who may or may not reside at the treatment center or group home. If the group residents apply on their own behalf, the household size shall be in accordance with [Section 63-101](#).

The certification serves two purposes, to:

- Determine that the institution is eligible to receive benefits, and
- Arrange for an AR to receive the benefits.

The certification process includes:

- Accepting the application from the resident, or AR;
- Ensuring that the AR is properly designated and the Center is approved by checking the list posted in [63-123.1](#);
- Contacting the AR to interview, review the application, and verifying that all information provided in the application is complete and correct;
- Informing the AR of client's Rights and Responsibilities;
- Explaining the Treatment Center Responsibilities as described in 63-123.7;
- Mailing form CSF64 (The form has to be signed by the resident and the AR);
- Mailing or providing the EBT card to the AR once the CSF 64 is received; and
- Entering case comments that the interview was done with the AR and the AR is aware of client's circumstances.

The HSS should not deny the case because the AR did not initiate the application. The case should be put in pending status as the

certification needs to be done through the AR prior to authorizing benefits. The Application may be reviewed with the AR and or applicant either in person or by phone. The application forms may be signed by the resident or the AR.

A resident of a D/ATC or GLA shall be certified for a standard certification period.

D/ATCs must complete SAR 7 reports for each participating resident unless the residents is exempt under the provision in [Section 63-270](#)

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63-123.6  
Treatment of  
Income/  
Deductions

Income of residents of treatment centers and group living arrangements is treated in the same manner as for other CalFresh applicants/recipients.

### **Vendor-Type Payments**

Payments made on behalf of the household, which are owned to the household, are considered income to the household (refer to [Section 63-224.3](#)). Therefore General Relief (GR), CalWORKs, and other vendor-type payments made to the institution or others on behalf of the recipient, from funds owed to the household, are income to the applicant/recipient.

Payments made directly to a treatment center on behalf of the household, which are not owed to the household, are not considered income to the household. A contribution made by a friend or relative to the center to pay all or part of an individual's monthly expenses would not count as income to that individual.

### **Subsidies**

In some instances a treatment center or group home may receive subsidies from various sources based on number of beds, average number of residents, or some other formula which disregard specific individuals. Such payments will be disregarded for CalFresh purposes and not considered as income to an individual.

### **Shelter Costs**

Payments to the center or group home which include both room and board, or some other combination including shelter costs, must be broken down to determine a specific amount for shelter costs for determining eligibility and allotment level.

- 1) If the payment includes a specific amount for shelter costs, whether paid by CalWORKs, GR or any other sources, that

amount will be considered the shelter cost for the applicant/recipient.

- 2) If the payment is an amount which includes shelter costs and one or more items, the center or group home must specify what portion of the total is for shelter costs, and only that amount will be allowed as a shelter cost.

Refer to section [63-234.4](#) for examples of Homeless Shelter Cost Deduction.

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63-123.7  
Treatment Center  
& Group Home  
Responsibilities

Treatment Center and Group Home have the responsibilities for

- Reporting changes
- D/ATC and GLA Reporting Requirements
- Reporting losses or misuse

#### **A. REPORTING CHANGES**

The treatment center, group home, and/or group resident is responsible for reporting any changes in the resident's income or household circumstances.

- 1) For change reporting households, changes may be reported by any means including form DFA 377.5 within 10 days of the change.
- 2) For Semi-Annual reporting households, the Treatment Centers must complete, sign and return the SAR 7.

#### **B. RESIDENTS LEAVING THE CENTER**

When a resident leaves the center, group home, or ceases participation in the rehabilitation program, the Center/Group home will:

- 1) Instruct the person to contact his/her worker as soon as they leave the facility;
- 2) Provide the resident with his/her SAR 7 for Semi-Annual Reporting households and DFA 377.5 for Change Reporting households, in order for the household to report to the worker their new address and other changes in their circumstances after leaving the center;
- 3) Advise the Change Reporting household to return the DFA 377.5 to the appropriate worker within 10 days;

- 4) Notify the Family Resource Center (FRC) that the client has left the facility;
- 5) Return the resident's authorization document, Electronic Benefit Transfer (EBT) card after cutting the card in half, to the FRC. For confidentiality purpose, the FRC is to shred the card upon receipt;
- 6) Inform the resident that he/she is entitled to one-half of his/her monthly benefits if he/she leaves the center or group home **before** the 16 of the month. The resident is to contact the worker to request an EBT card if still interested in receiving CalFresh benefits;
- 7) Inform the resident that he/she does not receive any benefits if he/she leaves **on or after** the 16 of the month and the benefits have been already issued and used;
- 8) Inform the recipient that he/she is entitled to full allotment if no benefits have been used on behalf of that individual in the household.

If a resident or a group of residents apply on their own behalf, and if they retain use of their own EBT card, these individuals are entitled to keep the cards when they leave. If a group of residents have applied as one household, a pro-rata share of the remaining benefits shall be provided to any departing household member.

### **C. D/ATC AND GLA REPORTING REQUIREMENTS**

The Treatment Center/Group home has to submit the list of current participating residents monthly to the CalFresh Program Authorized Representative/Alcohol & Drug Section (AR/ADS).

This list has to include a statement signed by a responsible center official, attesting the validity of the list and must be faxed by the first week of each month to (AR/ADS) at (619) 338-2945. The AR/ADSC may conduct a random on site visits to the center to assure that listing is accurate, up to date and consistent with County records.

- If the center refuses to provide the list of residents or refuses to allow the AR/ADSC access to the facility to verify the list, the County shall terminate the participation of all certified households in the center for refusal to cooperate. Timely informing notices of termination will be sent to the households.
- Once denied or terminated the households can reapply but will be certified eligible only when the Center, as the household's



authorized representative, cooperates.

#### **D. LOSSES OR MISUSE**

The center or group home will be responsible for any misrepresentation or fraud which it knowingly commits in the certification of its residents. The center or group home:

- Must be knowledgeable about household circumstances and should carefully review those circumstances with residents prior to applying on their behalf.
- Will be strictly liable for all losses or misuses of CalFresh held on behalf of resident households and for all over-issuances which occur while household are in the center.

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63-123.8  
Worker  
Responsibilities

#### **A. WORKER RESPONSIBILITIES**

- The Alcohol and Drug Facility name and updated license is listed in the State of California Department of Alcohol and Drug Programs Licensed Residential Facilities and/or Certified Alcohol and Drug Programs.
- The Agencies operating unlicensed treatment centers must present form ADP 170 (a) signed by the CalFresh Program AR/ADSC.
- The worker shall direct unlicensed agencies without form ADP 170 (a) to contact the AR/ADSC to obtain form ADP (a) to begin the evaluation process for potential CalFresh participation.
- The AR are properly designated for licensed as well as unlicensed treatment Centers. Refer to 63-123.1 and form 09-86 step 4.
- Changing the AR in CalWIN and issuing an EBT card can only be done after the AR completes orientation, provides required identification, signs all necessary documents and receives notification they are certified to participate in the CalFresh Program from the AR/ADSC.
- The ARs' identification is in the household's case file.
- There is no limit to the number of households an AR may represent

If the worker becomes aware of any misrepresentation or fraud on the part of a center or group home, it will report immediately to the District Attorney's Public Assistance Fraud Investigations via the fraud referral process.

## **B. RESIDENTS LEAVING THE TREATMENT CENTER**

When a resident reports that he/she has left the treatment center, the worker will determine continued eligibility to the CalFresh program, change the address and discontinue the AR effective the end of the month in which the client notifies the FRC. No reapplication is necessary if the resident is still eligible for CalFresh.

## **C. RESIDENTS FAILING TO REPORT LEAVING THE TREATMENT CENTER**

When the center reports that the client has left, prior to the client reporting the change, the worker will discontinue the case effective the end of the payment period.

If the center is able to provide the client's new address, a note should be sent to the client requesting immediate contact to establish on going eligibility. The case address is not to be changed until the client confirms that he/she resides at the address. If applicable, housing deductions will be given upon receipt of the required verification in accordance to Section [63-117](#). It is the client's responsibility to contact his/her worker if he/she wishes to continue to receive benefits.

If the client fails to contact the worker by the end of the payment period, the case will remain closed and the client must reapply.